



# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

## TENANT IMPROVEMENTS

### GENERAL INFORMATION

This brochure addresses tenant improvements in "Spec" buildings, multi-tenant building where typically the building shell and some spaces may be completed initially with other spaces partially finished, and individual respective tenants complete their individual spaces. Usually all the tenants are not known at the time of initial building permit application and each individual space is complete as a tenant improvement.

This handout serves as a brief overview on Tenant Improvements, for more information on specific requirements, please refer to the City of Liberty Lake Building and Development Codes.

### APPLICATION PROCESS

#### **What permits are required?**

Separate building permits are required for each tenant space. Permits for plumbing and mechanical will be separate for the building as a whole and each individual tenant space.

#### **What fees are required?**

Fees for individual tenant improvement permits will be based on the value to finish/ occupy the individual space(s). Plumbing permits for each tenant space will be based on the total fixture count and mechanical permit fees for each tenant space will be based on the type of equipment being installed.

#### **How long does it take to process a Tenant Improvement permit?**

A tenant improvement permit can usually be process by Planning & Community Development (P&CD) in less than 2 weeks.

#### **What plans are required?**

The following outlines the minimum application requirements for most Tenant Improvements, please consult P&CD for additional information or project specific requirements:

- Completed Building, Mechanical, & Plumbing Permit Applications
- Copy of Sewer / Water Permit, if applicable
- Site plan - (submit 3 copies w/ information as applicable):
  - Scale & North Arrow, Contact information for project designer.
  - The basic development site, including boundaries, dimensions, and gross area with location and number of existing parking spaces;
  - Locations, sizes, and types of signs.
  - Other information, determined by P&CD, in conformance with the City Development Code.

- Construction Drawings - (submit 3 copies w/ information as applicable):
  - Architectural w/ architect or engineer contact information and wet stamp. Architectural plans shall include:
    - Cover w/ Detail List
    - Master floor plan of the building identifying the location of the new tenant space
    - Tenant improvement floor plan
  - Structural & calculations w/ engineer contact information and wet stamp
  - Mechanical w/ architect or engineer contact information and wet stamp
    - Heating, ventilation and air conditioning drawings shall show existing & proposed:
      - Equipment locations
      - Exhaust systems
      - Duct system layout, (including; ducts, registers, diffusers, grill sizes, & air quantities)
    - Fire dampers and listings
    - Kitchen hood details/shafts
  - Plumbing w/ architect or engineer contact information and wet stamp
  - Electrical fixture locations
- Project Specifications - (submit 3 copies w/ Engineer wet stamp)
- Fire Suppression - (submit 3 copies)
- Non-Residential Energy Code (NREC) details, calculations, lighting budgets, and plan review & inspection acknowledgment forms - (submit 3 copies)
- Critical Materials List - (submit 3 copies)
- Additional Items:
  - Electrical permits can be obtained from the WA State Dept. of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.
  - Sign permits are required prior to any signage installation.
  - Any exterior changes to the building or site may need to be reviewed for compliance with the City design standards and other applicable portions of the City Development Code.

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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning & Community Development Department.

**FOR MORE INFORMATION PLEASE CONTACT:**

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